

# INVITATION REQUEST



Thank you for your interest in having a member of Business Affairs and Consumer Protection to participate at your event. Please complete the form below and submit a saved copy of it electronically by e-mail to [BACPoutreach@cityofchicago.org](mailto:BACPoutreach@cityofchicago.org).

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Start (Date/Time): \_\_\_\_\_ End (Date/Time): \_\_\_\_\_

Goal of Event: \_\_\_\_\_

Event Audience (e.g., biz owners): \_\_\_\_\_

Alderman/Elected Officials Invited?  Yes  No

Event Open to Media?  Yes  No Est. Number of Attendees: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Building/Rm No.: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact's Full Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Telephone: \_\_\_\_\_

Request Type:  Attend Only  Keynote Speaker  Luncheon Speaker

Welcome Remarks  Expo Table

Request Topic/Description (e.g., est. speaking time): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach a draft agenda. Also, please provide a brief history of the event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Due to the number of requests, BACP is not be able to accept every invitation. We would like to assure you, however, that your request will be given proper consideration. The form must be filled out in its entirety for your request to be considered.